March 3, 2009

To: Distribution

From: Louis Butler
       Associate Chief Financial Officer – Financial Systems
       Application Systems Upgrade Branch

Subject: User Management Application (UMA) Managers and Users

The purpose of this memorandum is to provide instructions for establishing User Management Application (UMA) Managers and Users upon implementation of the Personal Property Module into the Corporate Property Automated Information System (CPAIS). USDA personal property inventories are being converted from USDA's Personal Property System to CPAIS. The CPAIS, Personal Property (PP) subsystem, will provide a method of tracking and managing the associated accounting for the acquisition, transfer or write off (disposal) of personal property assets.

UMA manages access requests, approvals and modifications. Through UMA, users request new profiles or make changes to existing profiles while UMA Managers are responsible for reviewing and acting on those requests. Form AD-1143 will no longer be used to request new access or changes to profiles; access is accomplished in UMA. The AD-1143, however, must be used to request access to the UMA manager role. An updated AD-1143 can be found on the OCIO website, http://www.ocio.usda.gov/forms/doc/AD1143.doc.

USDA's eAuthentication (eAUTH) solution serves as the centralized authentication service for USDA employees to access USDA Web Services, including access to the CPAIS database. All USDA employees are required to have an eAUTH account. Users will log into CPAIS and will be routed to the OCIO eAUTH website to validate the user's identity before access to CPAIS is granted. Users should note that account management for forgotten passwords and password resets will be handled by making the appropriate selection on the eAUTH logon page. The CPAIS Security Administrator will not provide this service. If you have any questions or need additional information to log into CPAIS, please contact your CPAIS agency point-of-contact. Agency points-of-contact can notify the CPAIS Help Desk for assistance at 1-800-243-3072.

If users experience problems when accessing CPAIS for the first time, JINitiator may be required. JINitiator 1.3.1.26 (10g version) is available on the USDA Corporate Systems website, https://www.nfc.usda.gov/corporate/CPAIS.htm. If problems persist, users should contact their agency technical support staff as administrative rights may be required. If further assistance is required, your technical support can contact the NFC Operations and Security Center (OSC) at 1-800-767-9641 or 504-426-6435 or osc.etix@usda.gov.

The following are instructions for establishing UMA Managers and Users.

UMA Managers

1. Complete form AD-1143 (**Manager's and Security Administrator's signature required**). While completing the AD-1143, prospective managers must type in CPAIS-PP next to 'UMA Manager' in block 19. Additionally, the user must indicate the roles, agency, and administrative orgs to which they want access in the Special Instructions section. The Security Administrator will retain a copy of the AD-1143 for internal control purposes.
2. Send completed AD-1143 to ACFO-FS via the following email address louis.butler@usda.gov or fax a copy to (303) 274-3717.
3. Enter CPAIS as a New User (see instructions below) and complete UMA profile; indicate roles, agency and administrative orgs.
4. Be sure to SAVE
5. New UMA Managers will be notified by ACFO-FS once the UMA Manager role is set-up.

   Note: **Do not** include social security numbers on the AD-1143 form.

New UMA Users (Users will be able to start requesting CPAIS-PP access on March 2, 2009)

New users, **without** any level of access, should identify the CPAIS roles (see Attachment 1) being requested along with the Agency and Administrative Org Codes for which access is needed. A CPAIS User Profile will need to be requested and established before access is granted to CPAIS. To initiate an access request, log on to the CPAIS website at https://cpaisprd1.ocfo.usda.gov:8250/ and follow the step-by-step instructions below.

1. Click **Continue** to agree to the terms of the CPAIS WARNING message.
2. At the eAuthentication WARNING page, click **Continue**. New users will be re-directed to UMA to request roles and organizations.
3. Enter your eAuthentication User ID and Password and click **Login**.
   Note: If you enter an incorrect User ID and password combination three consecutive times, you will receive one of two failed messages and your account will be locked for up to an hour.
4. Once the User ID and Password have been validated, users will be forwarded to the **Personal Info** sub tab, and should enter the following information:
   - **User Name**: Please enter the first part of your eAuthentication user ID. Do not include punctuation, symbols, or non-standard characters, including "@". If your eAuthentication user ID is "tjefferson@ars", type "tjefferson" in the User Name field. You will not be able to change your user name after you complete registration. (Required)
   - **Phone Number**: Enter your office phone number in the following format XXX-XXX-XXXX.

- **Agency**: Select your agency from the list. (Required)
- **Home Org**: Select Administrative Org
- **Supervisor Name**: Enter your supervisor's first and last name.
- **Remarks**: You do not have to populate this field; however, special instructions or other information may be included.

5. Click the **SAVE** icon in the upper right
6. Click the **View and Request Changes** sub tab to identify Roles and Orgs being requested
7. Select "CPAIS_PP" from the Application Name list of values.
8. Select the first role to request from the **Role Name** list. Multiple roles may be requested by holding the Ctrl key and clicking on the roles to be defined.
9. Select **Agency Name** from the list of values.
10. From the **Available Orgs** box, select **ALL** as the filter; then select a single Org, or multiple Orgs (using the CTRL key) from the list of values displayed.
11. Next, select the action to perform with the Org(s) selected -- **Move** or **Move All** (if adding to a role) or **Remove** or **Remove all** (if deleting from a role); the Org(s) pass to the Requested Orgs box.
12. Click **Add Selected Orgs** to add the role/organization combination. The request displays in the My Roles and Orgs table. To cancel a request in the My Roles and Orgs table, select the bullet for the role you wish to cancel and click the **Cancel Request or Cancel All** button.
13. Click **Save**.

Note: Users must remember to email their Agency UMA Manager (see Attachment 2) that a request is pending. Upon reviewing and granting access to Orgs and Roles, the Agency UMA Manager will send a response email along with a screen capture of the approved CPAIS PP Orgs and Roles.

Please refer to the UMA Quick Guide or UMA Manager Quick Guide, which are available on the USDA Corporate Systems website, for detailed instructions on using UMA.

If you have any questions or need additional information regarding this release, please contact Louis Butler at 504-426-5619 or louis.butler@usda.gov.

Personal Property Roles

Role	Description
PP Administrator	**No agencies should have users assigned to this role that allows Administrators to load GSA AutoChoice records and assist with research.
PP Agency Financial Manager	Allows user to change accounting elements, change acquisition dates, provide secondary approval when needed, and update new acct on global acct re-classes.
PP Sr. Agency Prop Mgmt Officer	Role assigned to allow the user to modify Property Data, conduct inventory and modify useful life.
PP Agency Prop Technician	Role assigned allowing the user to modify property data in Staging and Master records and perform inventory functions.
PP Agency Prop Technician (No Acctg)	Role assigned allowing the user to modify Staging and Master non-accounting data, and perform inventory functions.
PP COD HQ Financial Manager	** Restricted to COD users. Allows user to maintain accounting list of value (LOV) tables, control global accounting reclassifications, and provide support to Agencies.
PP OPPM HQ Property Manager	**Restricted to OPPM users. Role assigned to allow the user to set-up the non-accounting List of Values (LOV) tables and over-site.

Agency UMA Managers

Agency	Name
DA, EO, ES, HL, SEC , OCE, OC	Michael Johnson
NAD	William Pratt, Ethel Dancy
OC	Karen Baker
OGC	Robyn Davis, Charlene Buckner, Shirley Pate
OIG	Lisa Aumann
FNS	Velma Venable, Calvin Grayton, Latonya Williams, Oswald Zaeabia
OBPA	Wendy Dotson
ARS	Cheryl Brumback, Renee Utt, Perry Williams
FS	Toby Bell, Cherie K Taylor, Dan Rodrin, Bart Chinnici, Lori Jansen, Susan Oderwald
APHIS	Inez DeCouteau
NRCS	Shirley Saucer
IT	Serina Varner, Renee Vigil
OCFO	Angelique Dyer
FSA	Verda Gibson, James M. Brown
RD	Pernell Ridley
FSIS	Vikki Beaty, Cheryl Fentress, Susan Moyer, Tammy Nutwell, Ina Mendoza
AMS	Inez DeCouteau
FAS	Verda Gibson, James M. Brown
ERS	Cheryl Brumback, Renee Utt, Perry Williams
NASS	Cheryl Brumback, Renee Utt, Perry Williams
CSREES	Cheryl Brumback, Renee Utt, Perry Williams
GIPSA	Inez DeCouteau
RMA	Verda Gibson, James M. Brown